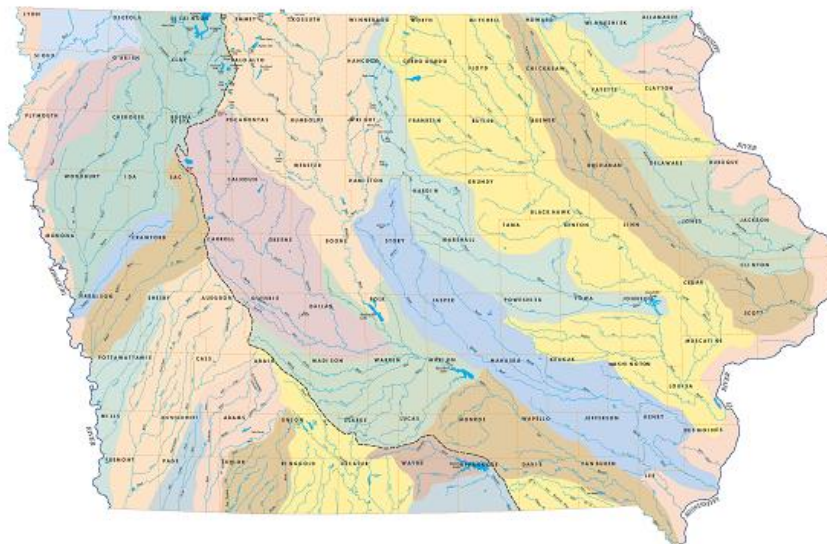


Iowa Disaster Recovery Tabletop Exercise

*Thursday, June 24, 2010
8:00 AM to 4:30 PM*

*Joint Forces Headquarters
State Emergency Operations Center*

Situation Manual



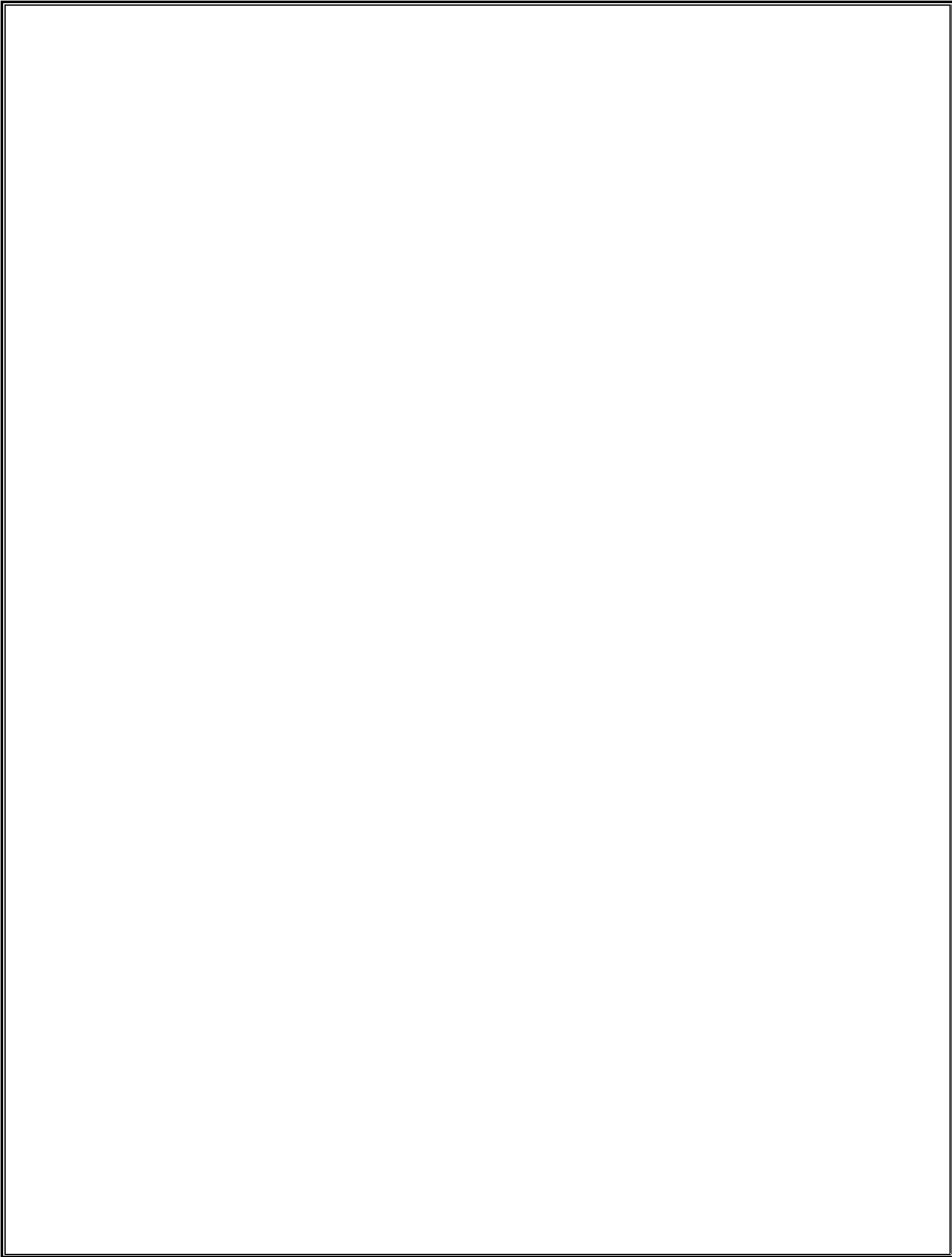
“The state must develop strategic policy for recovery in cooperation with state agency partners and coordinate policy activities of recovery and rebuilding”.

Rebuild Iowa Advisory Commission
120 Day Report

Developed By:
The RIO Exercise Design Team



Version 2



Introduction

STATEMENT OF NEED

The State of Iowa currently lacks a formal, permanent system designed to coordinate long-term recovery following a major disaster.

GOAL

To design and establish a lasting framework for the State of Iowa for coordination of long-term disaster recovery efforts including:

- Identification of long-term recovery issues.
- Continuous, ongoing prioritization and goal-setting.
- Identification of gaps, duplications, and timelines in programs and funding.
- Development of policies and procedures, prior to disbursement, that ensures timely, effective and transparent use of funds in recovery.
- Implementation of a communication strategy to ensure accountability, transparency and effective real-time information sharing for statewide recovery.
- Recommendation of state policy.

OBJECTIVES

- 1) To design an effective, coordinating framework which includes the identification of roles and responsibilities of the entities involved.
- 2) To identify the protocols for rapid activation and deactivation of the state disaster recovery framework.
- 3) To develop and maintain a process to update the state disaster recovery framework and provide interagency exercise training programs.

ROLES AND RESPONSIBILITIES

The Exercise Design Team planned the exercise to achieve identified objectives. The team includes Rebuild Iowa Office (RIO) staff members Emily Hajek, Ron Randazzo, Annette Mansheim, Susan Dixon, Aaron Todd, Jacqui DiGiacinto, Tina Potthoff, Susan Judkins Josten, and Julie Struck, Adam Bartelt, and Lynn Zook-Slagg; and Cathleen Atchison and John Halbrook with Iowa Homeland Security and Emergency Management Division (HSEMD).

*Rebuild Iowa Office
Iowa Disaster Recovery Tabletop Exercise*

Players respond to the questions presented based on their expert knowledge of their agency or organization's recovery plans and procedures, as well as insights derived from their training and/or experience.

Observers support the Players as they develop responses to the situation, however they do not participate in the moderated discussion period.

Evaluators document and record key discussion items and assess the discussion. Evaluators will also draft the After Action Report and state recovery framework.

EXERCISE ASSUMPTIONS

It is intended that exercise events progress in a realistic manner and all exercise objectives be achieved during exercise play. The following assumptions ensure that the exercise is as realistic as possible:

- For exercise purposes, a hypothetical disaster scenario will be used to stimulate discussion for the development of a state framework.
- For the purpose of this guidebook, tabletop participants are defined as "Players."
- Players are expected to be knowledgeable of their department or agency's recovery processes, plans and procedures.

EXERCISE RULES

There is no predetermined solution when responding to question sets. Varying viewpoints, even disagreements are expected. However, the exercise is intended to create a safe, open minded, stress-free environment. The following exercise rules apply:

- Respond based on your knowledge of current plans and capabilities and insights derived from your training/experience.
- Your organization's positions or policies do not limit you. Make your best decision based on the circumstances presented.
- Decisions are not precedent-setting and may not reflect your organization's final position on a given issue. This is an opportunity to discuss and present multiple options and possible solutions.
- Assume cooperation and support from other persons and agencies.
- Players contribute information and opinions to help answer the questions asked by the facilitator. These discussions and exchange of ideas will help identify issues, concerns, recommendations and other pertinent details.
- Observers may contribute to the exercise during the evaluation period after the exercise and by providing written feedback using the Participant Feedback Form.
- Players and Observers will receive draft copies of the After Action Report and State Disaster Recovery Framework when they are distributed for comment and feedback.

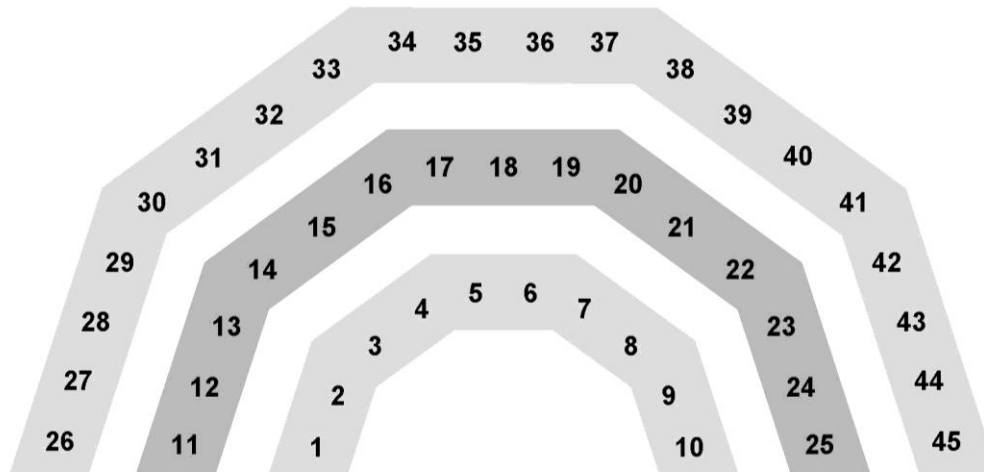
Rebuild Iowa Office
Iowa Disaster Recovery Tabletop Exercise

Suspense Dates

June 24	Conduct Tabletop Exercise
July 30	After Action Report Draft distributed to Players and Observers for comment
Aug. 13	Deadline for After Action Report Draft comments/feedback
Aug. 30	After Action Final Report and First Draft State Disaster Recovery Framework distributed to Players and Observers
Sept. 23	Disaster Recovery Framework Review Conference – Purpose is to critique and refine State Disaster Recovery Framework Draft (Time and location TBD).
Oct. 29	State Disaster Recovery Framework – Second Draft distributed to Players and Observers for comment
Nov. 19	Deadline for State Disaster Recovery Framework comments/feedback
Dec. 30	State Disaster Recovery Framework distributed

*Rebuild Iowa Office
Iowa Disaster Recovery Tabletop Exercise*

Participant Seating Arrangement



Players

Seat # - Name - Organization	Seat # - Name - Organization	Seat # - Name - Organization
1. Lt. Gov. Patty Judge Governor's Office	2. Matt Unger Governor's Office	3. Col. Derek Hill Iowa DPD
4. Pat Hall Iowa HSEMD	5. John Haas Iowa DOT	6. Chuck Seel Iowa Utilities Board
7. Joe Mowers Iowa Workforce Development	8. Machele Shaffer Iowa Dept. on Aging	9. Joe Myhre North Iowa Area COG
10. John Benson Iowa HSEMD	11. Marvin Shultz Iowa DHS	12. Doug Jones Iowa DCA
13. Joe O'Hern Iowa Finance Authority	14. Terrence Neuzil Johnson County	15. Doug Elliott East Central Iowa COG
16. Ben Rogers Linn County	17. Jami Haberl Safeguard Iowa Partnership	18. Lt. Gen. Ron Dardis Rebuild Iowa Office
19. Steve Schmitz Linn Area LTRC	20. Pastor Michael Stadie Lutheran Services in Iowa	21. Capt. Michael Vanberkum Iowa DPS
22. Paula Gunter City of Palo	23. Keith Greiner ICSAC	24. Gary Schwartz Iowa Dept. of Education
25. Mary Jones Iowa DPH	33. Kerri Johannsen Office of Energy Independence	34. Bret Mills Iowa DED
35. Tim Waddell Iowa DED	36. Kevin Klommhaus Iowa DALs	37. Tammie Krausman Iowa DNR
38. Richard Crayne City of Waverly	<u>Observers:</u> May sit in seats numbered 28 – 32 and 39 – 42	

*Rebuild Iowa Office
Iowa Disaster Recovery Tabletop Exercise*

*Tabletop Exercise
Thursday, June 24
8:00 AM to 4:30 PM*

*Joint Forces Headquarters
State Emergency Operations Center
6100 NW 78th Street
Johnston, Iowa*

*Facilitated by:
John Halbrook, HSEMD
Emily Hajek, RIO*

Agenda

8:00 – 8:30	30 min.	Registration
8:30 – 9:00	30 min.	Opening Remarks – Lt. Gov. Patty Judge Welcome & Mission – Lt. Gen. Ron Dardis Administrative Notes – Ron Randazzo
9:00 – 10:00	60 min.	Start Exercise – John Halbrook, Facilitator Introductions Overview – Goals, Objectives, Deliverables
10:00 – 10:15	15 min.	Break
10:15 – 12:00	1hr. 45 min.	Discussion Set One
12:00 – 1:00	60 min.	Box lunch provided
1:00– 2:30	1hr. 30 min.	Discussion Set Two
2:30 – 2:45	15 min.	Break
2:45 – 4:00	1hr. 15 min.	Discussion Set Three
4:00 – 4:30	30 min.	End Exercise & Conduct Hot Wash Evaluation
4:30		Dismissed

DISCUSSION SET ONE

SCENARIO: Tuesday, April 8, 2022. It's a rainy spring day in Iowa. Central Iowa has experienced severe flooding for the last two weeks with more rain in the forecast. Today, a total of 25 counties have been declared federal disaster areas.

- Video

SCENARIO: Three Days Later. At this point, 67 counties have been declared federal disaster areas, two major urban centers have been substantially impacted. Many acres of agricultural crops were destroyed. It is estimated that more than 50 Iowans were killed and/or injured and another 60,000 have been displaced from their homes. The governor calls a special meeting to discuss the status of the storms and on-going response efforts, and assess the state's capacity to address long-term recovery.

Later that day, at a special press conference, the governor announces that the State Disaster Recovery Framework has been put into place. She set a few high-level goals including returning displaced residents to their homes quickly or providing suitable temporary housing, reopening businesses in a timely fashion, and repairing critical infrastructure as soon as possible.

DISCUSSION QUESTIONS RELATE TO:

OBJECTIVE 1: To design an effective, coordinating Framework including identification of roles and responsibilities of the entities involved.

OBJECTIVE 2: To identify protocols for rapid activation of the State Disaster Recovery Framework.

1. What thresholds trigger activation of the recovery Framework?
2. What Framework elements are necessary to support overall coordination and communication among long-term recovery partners?
3. How are long-term recovery partners identified?
4. How are the roles and responsibilities of these partners determined?
5. What resources are needed to support the Framework?
6. Is there anything else that needs to be considered to ensure an efficient and flexible recovery Framework is established to support recovery from all future major disasters?
7. What else needs to be considered in activating the Framework?

DISCUSSION SET TWO

SCENARIO: Four months later. Congress just appropriated \$500 million in recovery funds to the State of Iowa. This amount is less than was requested and will take some time to be available to the state. Considerable additional funding will be needed to fully recover but for the time being priorities need to be set for this funding and programs established.

- Video

DISCUSSION QUESTIONS RELATE TO:

OBJECTIVE 1: To design an effective, coordinating Framework including identification of roles and responsibilities of the entities involved.

1. How are long-term recovery issues and needs identified at this point?
2. How can issues and needs be quickly prioritized and addressed on an ongoing basis?
3. How and when will case management systems be launched and administered?
4. How are assistance programs designed to meet recovery needs?
5. How is interagency communication and public communication/messaging coordinated?
6. How is active participation from various partners maintained throughout the recovery?
7. How will progress toward meeting needs and implementing programs be collected and reported?
8. How will individual-level information be shared to effectively manage duplication and unmet needs issues?
9. Is there anything else that needs to be considered in the identification of roles and responsibilities to ensure effective recovery programs are implemented in a timely manner?

DISCUSSION SET THREE

SCENARIO: Two years later. Many displaced residents are now in permanent housing. New housing construction is still underway. Infrastructure repair and rebuilding continues. Eighty percent of businesses have reopened but some still struggle. Programs are ongoing and additional funding requests are still pending. The governor has asked for a transition plan over the next year from recovery back to normal operations.

DISCUSSION QUESTIONS RELATE TO:

OBJECTIVE 2: To identify protocols for rapid deactivation of the State Disaster Recovery Framework.

OBJECTIVE 3: To develop and maintain a process to update the State Disaster Recovery Framework and provide interagency exercise training programs.

1. What are the triggers for the deactivation process?
2. What is needed to ensure seamless deactivation?
3. Is there anything else to consider regarding deactivation?
4. How do we ensure that the State Disaster Recovery Framework is kept current and relevant?
5. How will the State Disaster Recovery Framework be evaluated?
6. How will the State Disaster Recovery Framework be exercised?
7. What else needs to be considered to make sure the Framework remains current and relevant?

After Action Report

The After Action Report will include a summary of all issues/concerns and recommendations brought out by Players during the Recovery exercise. Written input obtained from the Participant Feedback Forms will also be utilized. Rebuild Iowa Office staff will take detailed notes throughout the exercise to prepare the report. The draft report will be distributed to all persons attending the tabletop exercise on July 30, 2010. Comments and feedback will be accepted until Aug. 13, 2010. The final After Action Report will be distributed on Aug. 30, 2010.

When complete, the report will specifically detail what recommended actions should be taken to address each issue or concern, and who or what agency is responsible for taking the action.

ISSUE/CONCERN	RECOMMENDATION	RESPONSIBLE AGENCY or PERSON

Information in the After Action Report will be used to draft the State Disaster Recovery Framework which will be distributed Aug. 30, 2010.

Players, Observers and others will be invited to critique and refined the draft Framework during the Disaster Recovery Framework Review Conference on Sept. 23, 2010. Details about the Conference will be forthcoming.

“Critical to recovery preparedness is pre-disaster planning, an ongoing responsibility for all levels of governments, individuals and families, the business community, and voluntary, faith-based and community organizations”.

NATIONAL DISASTER RECOVERY FRAMEWORK Draft - Feb. 5, 2009